

Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

Overview

We are looking forward to having you join us on the Medicaid Enterprise Systems (MES) Reuse Repository Community hosted on the CMS zONE website! This is a secure site and does require a three-step process to access the content within it. The following instructions will guide you through the process, which includes:

Step 1: Requesting Access to the Enterprise Portal

Step 2: Requesting Access to the CMS zONE System

Step 3: Requesting Access to the MES Reuse Repository Community

If, during this process, you have any problems please contact Bill Cheng bcheng@mitre.org or Dane Underwood dunderwood@mitre.org.

Please note that fields such as SSN and Home Address are optional and may be left blank.

STEP 1 – Requesting Access to the Enterprise Portal

(Note: Please skip this step if you already have access to the Enterprise Identity Management Service at CMS.)

A. Navigate to the CMS Web Portal

1. From your web browser enter the following URL for the CMS Enterprise Portal.

CMS Web Portal: <https://portal.cms.gov>

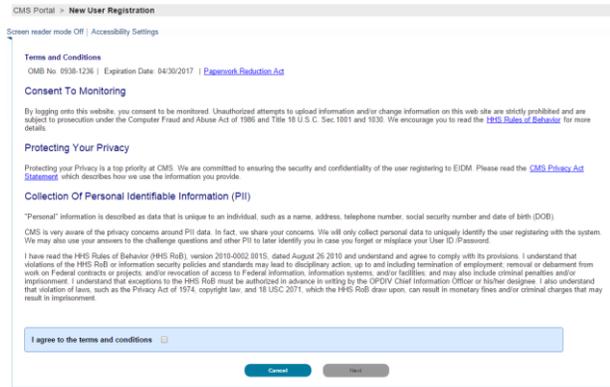
2. Click the “**New User Registration**” (below the Login button on the right side of the page) and complete the necessary steps for new account registration.



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B. Terms and Conditions

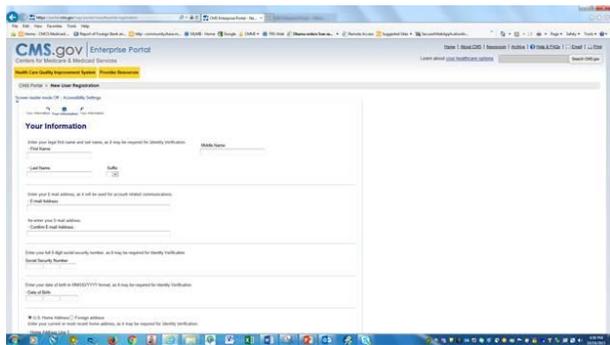
You will be prompted to accept the **Terms and Conditions**.



C. Your Information

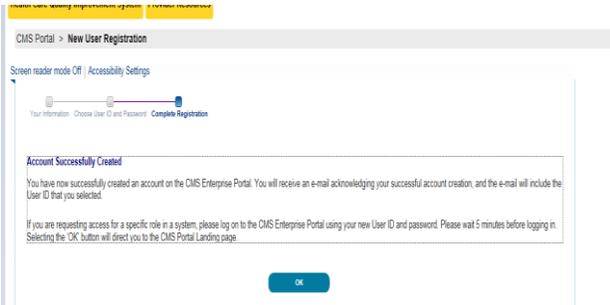
NOTE:

- There will be two pages of questions and **several fields are Optional, such as SSN #, DOB and Home Address**
- **DOB is not a validated field**
- Where prompted **for Home Address** and phone number, simply use your **office information**.



D. Registration Completion

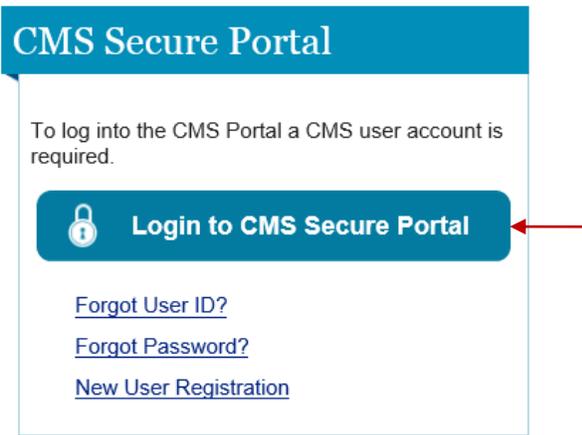
Your request for an Enterprise ID has now been submitted. It may take up to three days to be approved after which you will receive an email notifying you that your account has been created. At this point you can proceed to Step 2.



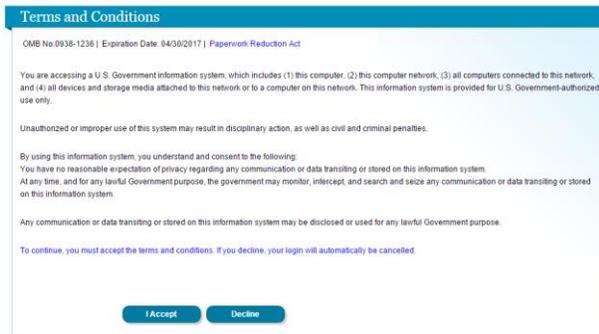
STEP 2 – Requesting Access to zONE

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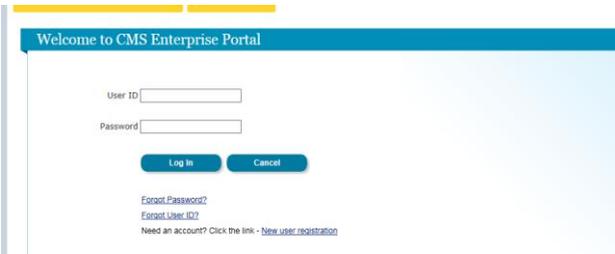
A. Initiate Login to CMS Portal
Once you have received confirmation of your **Portal/EIDM** account, **Login** to the portal with your credentials (<https://portal.cms.gov>) by using the Login button on the home page of the CMS secure portal.



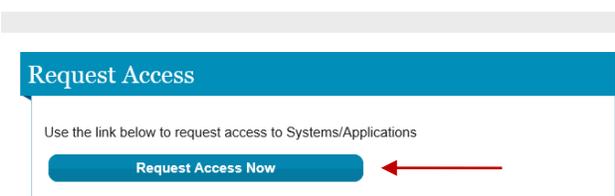
B. Terms and Conditions
You will be prompted to accept the **Terms and Conditions**.



C. Login to CMS Portal
You will then be prompted for your **User ID** and **Password**.



D. Request CMS zONE Access
Once logged in, click on **“Request Access Now”** on the right.



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E. Select System and Role

1. Find the zONE system in the list of systems (at the bottom), and click "Request Access."
2. Choose the role of zONE End User and the Org Type that is most appropriate (States for State users and Third Party User for Federal Partners), input the required information, and submit the form.

F. Select Organization Type

Choose the Org Type that is most appropriate:

- **States** for State and Local/County Government Users
- **Third Party User** for Federal Partners

Input the required information and submit the form.

G. Enter Role Data and Submit

Choose the role of zONE End User.

H. Request Acknowledgement

Your request to access to zONE has now been submitted and should be approved within 1 business day. Once approved, you will receive an email from donotreply@cms.hhs.gov. Once you receive an email proceed to Step 3.

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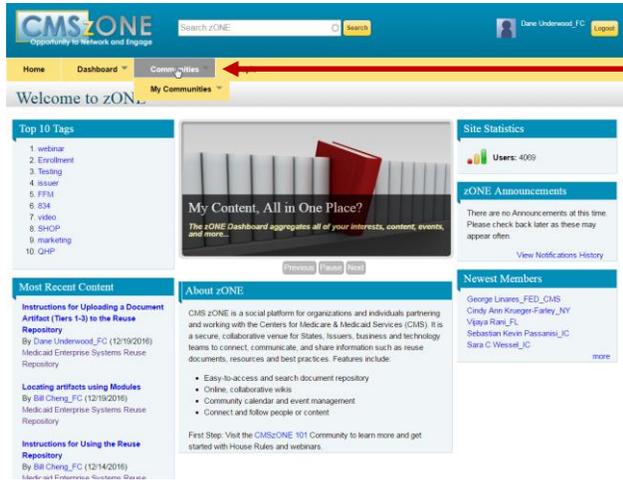
STEP 3 – Requesting Access to the Medicaid Enterprise Systems Reuse Repository Community

A. Select Private Community

1. Once you have received confirmation of your zONE account from donotreply@cms.gov, proceed directly to the Medicaid Enterprise Systems Reuse Repository at: <https://zone.cms.gov/community/medicaid-enterprise-systems-reuse-repository>.

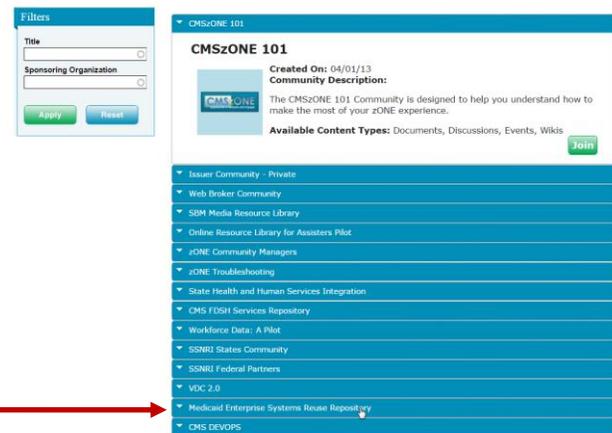
NOTE: Please bookmark this site, as this will be the easiest way to come back to the community going forward.

2. You will be prompted to Accept the Terms and Login each time you return to the website (see Step 2, B, above).
3. Click on “Communities” in the top menu bar.



B. Select Community Type

Select “Medicaid Enterprise Systems Reuse Repository”.



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C. Join the MES Reuse Repository Community

Click the green 'Join' button to join the community.

C. Enter Reason for Request

You will be prompted for a **reason for your request**; a brief answer explaining your role is sufficient.

D. Request Confirmation

You will then see a green bar indicating your request was submitted. You should then receive a confirmation of your access to the community within one business day.

Now That You Have CMS zONE Access

Now that you have received your email confirming access to the Medicaid Enterprise Systems Reuse Repository Community, it's time to start exploring!

Don't forget to **bookmark** the site found at this link:

<https://zone.cms.gov/community/medicaid-enterprise-systems-reuse-repository>

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Frequently Asked Questions

Q: I get the following error when I try to access this site.

A: If you receive this error, close the tab you are on and open the site from a new tab. There are time out restrictions due to the security of the system which require old sessions to be completely closed.



Q: Who can I contact if I am having trouble accessing this site?

A: If you need assistance, please contact bcheng@mitre.org or dunderwood@mitre.org.